

Sales Tax Committee Meeting

Summary Minutes

August 23, 2012

Meeting began at 4:08 pm

Absent members: *Mr. Terrance Hinson and Mr. Mark Tarmey were absent from the meeting.*

Agenda Item #1: Citizens to be Heard

Ms. Pam Hall addressed the Committee regarding Agenda Item #5. She suggested that modifications be made to the ranking scale. Additionally, Ms. Hall addressed the Committee on a proposed Waste Water Management project in the unincorporated areas of Leon County. Ms. Hall wanted nitrogen reduction to be considered in any Woodville projects.

Ms. Debbie Lightsey addressed the Committee on behalf of the Wakulla Springs Alliance. Ms. Lightsey spoke of water management in Leon County and nitrogen's impact on the Springs. Ms. Lightsey noted that central sewer is not the answer since it's very expensive and one side does not fit all.

Agenda Item #2: Approval of Summary Minutes for the May 24, 2012 Meeting of the Sales Tax Committee and Open House

Mr. Todd Sperry made a motion to approve the summary minutes for the May 24, 2012 meeting of the Sales Tax Committee. The motion was seconded by Mr. Henree Martin. The motion passed unanimously.

Agenda Item #3: *Requested Information from the Committee:* Consideration of the Amended Bylaws and the Revised Committee Meeting Location and Times

The Chairman introduced the proposed Bylaw amendments to extend Committee meeting lengths to a max of 4 hours and to hold all future meetings at the Leon County LeRoy Collins Main Library.

Several Committee members wanted clarification that the meetings would not be regularly scheduled for all four hours but that the full four hours would only be used if needed. Committee members also questioned why the Committee was constraining itself to meet only at the library or for certain period of time instead of as needed.

Mr. Todd Sperry moved to approve the bylaws with the following modifications, to remove the location and meeting frequency restraints, and Mr. Kim Williams seconded. The motion passed unanimously.

Attached are the revised bylaws as approved by the Committee during the August 23, 2012 meeting.

Agenda Item #4: Additional Project Identification by Committee Members

Committee members were given an option to weigh in on project identification

Mr. Curtis Richardson expressed a desire for a project that addresses the widening of Orange Avenue (from Wahnish Way to Capitol Circle SW) to be added to the list of projects. Mr. Wayne Tedder, PLACE Director, noted that that Orange Avenue, from Wahnish Way to Capital Circle SW, was a State Road. The project was placed on the list for future consideration.

Mr. William Peeples brought up the issue of the City placing utility lines underground, citing this as an economic development issue. The project was placed on the list for future consideration.

Ms. Kim Rivers noted that Blue Print 2000 came out with a signature project that tied all the projects together. The project was placed on the list for future consideration.

Agenda Item #5: Preliminary Discussion Regarding the Decision Making Process for Project Evaluation

Mr. Rosenzweig introduced the proposed decision making process for project evaluation.

Mr. Townsend mentioned that the criteria will be used to demonstrate what the project encompasses. The Committee is not restricted to the listed to the criteria shown; it is just a starting point for conversation. The Committee may choose to add and/or delete criteria.

Mr. Rosenzweig stated that staff would evaluate the proposed projects brought forth by residents. He noted that there is a point in the process (step 7) where staff will estimate the costs for each project. Mr. Rosenzweig then referred the Committee to Exhibit B in Attachment #1 to address Step 5: Refinement Process. At this step, the Committee would narrow down the project list. Step 5 is an opportunity for the Committee to vote on projects that the Committee really wants to pursue and eliminate those they do not wish to consider. Mr. Rosenzweig noted that project cost estimates would be done in current dollars with no inflation on revenue or expenses.

Several Committee members asked about economic development. Mr. Rosenzweig noted that the Committee would have to determine what percentage is allocated to economic development is outside of infrastructure improvements.

The Committee voted to continue the discussion after hearing the Economic Development presentation under Agenda item #6.

Note: Due to the time constraints this item will be discussed during the September 27th meeting.

Agenda Item #6: Consideration of the City, County, Economic Development Council, and Community Partners Proposal for Economic Development Portion of the Local Government Infrastructure Surtax

The presentation was a combined view of the City, County, and Economic Development Council on how to address Economic Development. Beth Kirkland, Executive Director of the Tallahassee/Leon County Economic Development Council, presented on the public-private model of economic development, what economic development has occurred in the area and discussed some missed opportunities.

Michael Parker, Director of Economic and Community Development for the City presented on the idea of sustainable economic development, and how to turn Sales Tax Proceeds for economic development into potential revenue for economic development.

Ken Morris, Director of Economic Development and Business Partnerships for the County, presented on the strengths of the proposal, and further explained the proposed economic development structure.

Prior to the conclusion of the presentation, Committee began to discuss issues related to the current structure of the Economic Development. The Committee decided to invite back Mr. Morris, Mr. Parker, and Ms. Kirkland to conclude their presentation during the September 27, 2012 meeting.

Other Committee Business:

The Committee expressed concerns about being behind schedule.

Ms. Rivers motioned to add an additional meeting on October 11 at the Main Library at 4pm. The motion was seconded by Ms. Henry. The motion passed unanimously.

The Committee's next meeting will be held on Thursday, October 11, 2012 in the First Floor Program Room of the Main Library at 4pm. During this meeting, the County and City will begin their presentations on infrastructure projects.

Meeting adjourned at 7:04 pm.

AMENDED BYLAWS OF THE
Leon County Sales Tax Committee

In order to govern its function and operation in a manner consistent with the Enabling Resolution No. 11-58 adopted by the Leon County Board of County Commissioners (hereinafter the "BCC") on 13th day of September 2011, the Leon County Sales Tax Committee (hereinafter the "Committee") hereby amends its Bylaws, originally adopted on January 26, 2012, to reflect the revisions as shown in legislative format hereinbelow, and adopts as its Amended Bylaws the following:

ARTICLE I.
APPLICABLE FLORIDA LAWS AND BCC POLICIES

Section 1.1 Public Records Law and E-Mails: Each member of the Committee shall comply with the Florida's Public Records Law, Chapter 119, Florida Statutes, and BCC Policy 96-4, "Policy on Public Records Law and E-Mail", as may be amended from time to time, and each member of the Committee shall be provided a copy of BCC Policy 96-4.

Section 1.2 Government In the Sunshine Law: Each member of the Committee shall comply with the Florida Government in the Sunshine Law, Chapter 286, Florida Statutes, as may be amended from time to time.

Section 1.3 Code of Ethics: The Committee shall comply with the following state laws and BCC Policies with regard to the Florida Code of Ethics for Public Officers and Employees:

Clause 1.3.1 Each member of the Committee shall comply with Section 112.3143, Florida Statutes, "Voting Conflicts", as may be amended from time to time, and shall be provided a copy of Section 112.3143.

Clause 1.3.2 Each member of the Committee shall abide by the Standards of Conduct set forth in Section 112.313, Florida Statutes, as may be amended from time to time, and shall be provided a copy of Section 112.313, Florida Statutes.

ARTICLE II.
OFFICERS AND DUTIES

Section 2.1 Immediately upon adoption of these Bylaws, the Committee shall elect from among its members a Chairperson and a Vice-Chairperson, each of whom shall serve until the dissolution of the Committee.

Section 2.2 The Chairperson shall preside at all meetings. In the event of the Chairperson's absence, or at the direction of the Chairperson, the Vice-Chairperson shall assume the powers and duties of the Chairperson.

Section 2.3 In the event that either the Chairperson or the Vice-Chairperson is unable to complete their terms, the Committee shall, as soon as reasonably possible, elect a replacement from among its members.

ARTICLE III. TERM OF MEMBERS

Section 3.1 Each member shall serve on the Committee until the dissolution of the Committee.

ARTICLE IV. MEETINGS

Section 4.1 Regular Meetings: The Committee shall hold regular meetings at a place and time agreeable to the members. ~~Such regular meetings shall begin at 4:00 p.m. on the fourth Thursday of each month and be held at the Renaissance Center Second Floor Conference Room unless an alternate time and location is selected by the Committee.~~ Such regular meetings shall be held at least once a month. The meeting will begin at 4:00 p.m. at a location to be determined unless an alternate time and location is selected by the Committee. The duration of meetings shall not exceed ~~two~~ four hours unless extended by a majority vote of the Committee. In order to expedite meetings, the Chairperson may place time limits on discussion of agenda items.

Section 4.2 Special Meetings: The Chairperson may call a special meeting of the Committee to discuss any issue properly before the Committee. Such special meeting may be convened only after notification is given to each member of the Committee and after public notice is given no later than forty-eight (48) hours before the special meeting is scheduled to begin.

Section 4.3 Public Participation: Although all meetings of the Committee will be open to the public, the Committee is not obligated to honor requests from the public to participate in the meetings. The Committee may, by majority vote, allow limited participation by the public if it deems it appropriate.

Section 4.4 Meeting Agendas: The County Staff Support Person shall assist the Chairperson of the Committee in developing an agenda for each meeting of the Committee. Any member of the Committee may request that appropriate items be placed on the agenda.

Section 4.5 Official Acts and Quorum: Any and all official acts by the Committee shall require a majority vote of the members present. However, the Committee shall take no such action unless a quorum is present at the meeting. In order to constitute a quorum, there must be a majority of the Committee's current membership present at the meeting. The minutes of the meeting shall reflect the number of affirmative votes on a motion and shall specify the names of any members voting against the motion.

Section 4.6 Meeting Minutes: Minutes shall be taken at all regular and special meetings of the Committee. The County Staff Support Person shall assist the Chairperson in determining the manner in which the minutes of the meeting shall be prepared and filed with the County in accordance with BCC Policy No. 03-15, "Board-Appointed Advisory Committees".

Section 4.7 Procedure: Roberts' Rules of Order Revised shall govern the procedure of all meetings.

**ARTICLE V.
AMENDMENTS TO BYLAWS**

Section 5.1 Amendments: At any regular or special meeting of the Committee, these Bylaws may be amended by an affirmative vote of a supermajority (two-thirds) of the members present at the meeting.

Section 5.2 Approval: The Amended Bylaws shall become effective upon the approval of the County Attorney as to the legality of the form and content of such amendment.

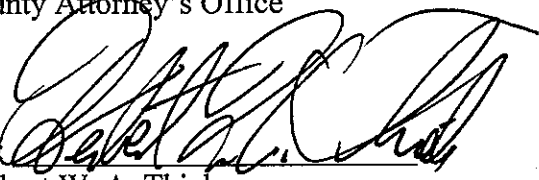
**ARTICLE VI.
ATTENDANCE AND REPLACEMENT OF MEMBERS**

Section 6.1 Attendance at Meetings: In the event a member is absent from two of three successive regular meetings of the Committee, the Chairperson shall notify the entity which appointed the member and request that a replacement be made. For the purposes of this Section, a member must be present to be considered 'in attendance' and will be considered absent if he/she is absent from more than half the duration of the meeting. Telephonic participation is not allowed.

Section 6.2 Replacement of Members: In the event a vacancy occurs in the membership of the Committee, either through dismissal, voluntary termination, or other means, the entity which appointed the member shall determine whether the vacancy should be filled. If it is determined that the vacancy will be filled, a new member shall be appointed as soon as reasonably possible in accordance with the procedure for appointment of members to advisory committees contained in BCC Policy No. 03-15 "Board-Appointed Advisory Committees".

Approved As To Legality of Form and Content:

County Attorney's Office

BY 

Herbert W. A. Thiele
County Attorney